

Catalyst Abstract Submission User Guide



- Before you begin, please save and review the following resources!
 - Abstract template with content guidelines here: https://2023.biomaterials.org/abstract-format
 - Author requirements here: <u>https://2023.biomaterials.org/author-requirements</u>
 - General submission details here: <u>https://2023.biomaterials.org/submission-information</u>

These guidelines and policies must be followed for all abstract submissions, so please review them carefully! Failure to follow the guidelines could prevent acceptance of abstracts.

- Review the abstract categories here: <u>https://2023.biomaterials.org/submission-categories</u>
- There is a \$25 submission fee for all abstracts submitted by October 21. Abstracts submitted after October 21 are subject to a \$50 submission fee.

Submission Instructions

1. Welcome to the SFB 2023 Abstract Submission Process. To begin, sign in or create a new account by clicking the button at the bottom of the landing page.





Once you have signed in, you will see 'My Submissions' at the bottom of the instructions page. Here you will see your submission(s). To create a new submission, click the 'New Submission' button.

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3. Your new submission will begin on the 'Information' page. Review the instructions and download the resources if you have not already done so already and click the 'Next' button at the top of the page when you have finished.

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4. In this portion of the application, you will be submitting abstract information and uploading your abstract in PDF format. When you are finished the 'Abstract' portion of your application, be sure to click the 'Save' button and then the 'Next' button. Submit only ONE abstract for each presentation.



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5. The next page of the application is the Submitter page. The email address entered here should be checked for accuracy so that the submitter can receive important details regarding their abstract and relay it to the other authors of the abstract. Save and hit 'Next' once you are finished with this page.

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6. On the Authors page, it is crucial to follow the order of instructions for adding your abstracts' authors and affiliations.

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7. When inputting authors, you can create a new author or select an existing author in the Catalyst system. One author must be designated as the Presenting Author.

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8. When creating a new author, you must complete their information as you would like it formatted for presentation. Author information input during this stage is what SFB utilizes for the final program.

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13. On the final part of your abstract application, you must pay the abstract submission fee. Click the 'Purchase' button once you have selected your submission fee.





14. Clicking the blue 'Purchase' button will open a pup-up window to pay for your abstract fee. Confirm the payment summary, then click 'Next Step'. (PLEASE NOTE: paying your abstract fee does not automatically register you for the 2023 Annual Meeting. Meeting registration will occur separately through the meeting website. You may submit as many abstracts as you wish, however, only one \$25 discount code may be applied to your registration.)

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15. In the billing window, please enter accurate payment details for your abstract fee. Catalyst utilizes Authorize.net for purchases, so this pop-up window is a part of your submission process. Click 'Next Step' when you have finished inputting your payment details.

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16. Enter the same email address as previously provided on the Submitter page to ensure that all important notifications are sent to the same person, to be shared with other authors. **Click 'Purchase' when you are finished.**

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17. Once you have completed your purchase, the 'Purchase' button will be replaced with text confirming that you have paid, and a 'Receipt' button will appear:

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18.Click Save and then REVIEW YOUR ENTIRE SUBMISSION FOR ACCURACY BEFORE CLICKING SUBMIT! Once you have submitted, you will be unable to edit your submission. NOTE: Paying for your abstract fee does NOT submit your abstract. You MUST click the 'Submit' button in order for your abstract application to be fully submitted.

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Please reach out to info@biomaterials.org with any questions or concerns. Thank you!